



Office of Financial Aid

2024-2025

### Supervisor Participation Agreement Federal Work-Study Program

As a Federal Work-Study supervisor, I, \_\_\_\_\_, agree to comply with all employment regulations outlined in the FWS Policies and Procedures Manual. Those regulations include, but are not limited to:

Please read and acknowledge:

- Renew the position(s) for which students are hired with the Financial Aid Office annually.
- Both student and supervisor must sign the Hire Form **before** the student's start date and, return it to the Financial Aid Office.
- Work with student employees to ensure the FWS award does not exceed the original award amount. The award balance can be viewed on the TSX webpage.
- Approve students' electronic timesheets on the TSX webpage by the specified payroll deadlines (around the 26<sup>th</sup> of each month) or designate a secondary supervisor to oversee these processes in the event of an absence.
- Take possession of your students' timesheets to record hours worked if students fail to do so.
- Guarantee that no student employee will volunteer for the same position as another student already getting paid for the same position.
- Ensure any hours a student works are recorded in the appropriate pay period.
- If a student over-earns the given FWS award, the over-earned wages will be charged to your department's budget.
- If you are an approved FWS Off-Campus Employee, remit payment for earned student wages (as outlined in your contract) to the NUNM Financial Aid Office within 30 days of the date on the billing statement. *(This is only applicable to Off-Campus Employers)*
- Do not hire FWS students to further your private professional projects.
- Working during scheduled class time is prohibited. There are no exceptions regardless of whether or not the class is cancelled.
- Work-study students are not allowed to work for another person who is not assigned as their primary or secondary work-study supervisor.
- Ensure students will not volunteer for the same position once their FWS funds are exhausted.
- CODE OF CONDUCT**

Do not allow students to work unsupervised or to practice medicine without a license. This includes, but is not limited to diagnosing, treating, advising, and advertising without licensed supervision or licensure. Failure to adhere to the Student Code of Conduct and Student Honor Code will result in the termination of participation in the work-study program.

By signing this agreement, I understand that failure to comply with employment policies and procedures will result in suspension and/or termination of my participation in the FWS Program. I understand these decisions are final and will be implemented by the Director of Financial Aid. I have received, read, and understand the Policies and Procedures Manual.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date